

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

P.O. Box 1947
Sacramento, CA 95812-1947
(916) 576-7109
(916) 263-1406 (FAX)
(916) 263-1402 (TDD)



TO: Potential Applicants

SUBJECT: 2011 Community Services Block Grant (CSBG) Discretionary Request for Application (RFA) for San Mateo County

DATE: February 25, 2011

The Community Services and Development Department (CSD) is announcing the release of a Request for Application (RFA) for CSBG Discretionary funds for San Mateo County. CSBG is a federally funded, antipoverty program that is designed to provide an array of services and activities to encourage self-sufficiency and to make permanent improvements in the lives of low-income families and individuals. This solicitation is for private non-profit organizations that are providing services to the low-income population in San Mateo County.

To assist in the preparation of the RFA, each applicant is encouraged to read the RFA in its entirety. The completed application is due to the Department of CSD by 4:00 P.M. on March 25, 2011. The 2011 CSBG Discretionary RFA for San Mateo County forms are available for download via the CSD web site at www.csd.ca.gov under "CSD Contractors'>CSBG>Announcements>2011 San Mateo Discretionary RFA (2011-RFA-22)". Please contact Leslie Taylor at LTaylor@csd.ca.gov or (916) 576-7192 with any questions regarding the submission of the application.

Sincerely,

A handwritten signature in cursive script that reads "Pamela Harrison".

Pamela Harrison, Chief
Community Services Division

Enclosures



State of California
Department of Community Services
and Development

Request for Application
for
Community Services Block Grant (CSBG)
San Mateo County Services

2011-RFA-22

February 2011

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Department of Community Services and Development

2011 Community Services Block Grant (CSBG) Discretionary

Request for Applications (RFA)

PART A: General Information

Background The Department of Community Services and Development (CSD) administers the U.S. Department of Health & Human Services Community Services Block Grant (CSBG). CSBG is designed to provide a range of services to assist low-income families and individuals in attaining the skills, knowledge and motivation necessary to achieve self-sufficiency. The program also provides low-income people with immediate life necessities to mitigate the obstacles to achieving self-sufficiency.

CSD is the State-level partner with the CSBG eligible entities, a network of local community services providers (both public and private nonprofit organizations) designated to receive these funds. The CSBG eligible entities are located throughout the State and provide services in all fifty eight (58) counties in California. Currently, San Mateo County does not have a designated eligible entity to provide services to the low-income population under the CSBG program.

RFA Purpose The purpose of the Request for Application (RFA) is to solicit and make available funds to a private non-profit organization located in San Mateo County to provide CSBG eligible activities to the low-income population in San Mateo County. The non-profit organization will provide interim services until a permanent CSBG entity can be designated. CSD is in the process of developing and releasing an RFA for a permanent provider.

RFA Funding Amounts CSD announces the availability of \$300,000 in CSBG Discretionary Funds. The projected funding term will be from May 1, 2011 through December 31, 2011.

RFA Timeline The following time lines will be used in the application process to select and award contracts:

RFA Released	February 25, 2010
Final Date for Application Submission	March 25, 2011
Evaluation Period Ends	April 7, 2011
Notice of Awardee Posted	April 14, 2011
Contract Awarded	May 1, 2011

Geographic Area to Be Served The geographic area to be served includes the following: Twenty (20) incorporated cities in the County of San Mateo, including Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo (the county seat), South San Francisco and Woodside. There are also 17 unincorporated communities. The County's geography ranges from Daly City in the north, to Redwood City in the south and is bordered by San Francisco, Santa Clara and Santa Cruz counties. The 2009 estimated population was 718,889.

Although San Mateo County is one of the highest median household income counties in both California (third) and the United States (sixteenth), 6.5% of families remain, as of 2008, below the poverty level. In 2009, an estimated 2,712 persons were homeless. In 2010, San Mateo County had an un-employment rate of 9.4%. Therefore, in spite of the county's relative affluence, there is a strong need for services.

Eligibility Applicant: Applicants are limited to existing private nonprofit organizations located in and providing services to low income families residing in San Mateo County.

Target Population: The population served must meet the poverty income guidelines for the CSBG program. The poverty income guidelines will continue at 100% of the most recent poverty income criterion published by the U.S. Department of Health and Human Services.

Eligible Activities Eligible activities to be provided to the low-income population include but are not limited to the following (as described in Public Law Section 676 (1) (A)):

- Remove obstacles and solve problems blocking the achievement of self-sufficiency
- Secure and retain meaningful employment
- Attain an adequate education with particular attention toward improving literacy skills of the low-income families in the communities involved
- Make better use of available income
- Obtain and maintain adequate housing and a suitable living environment
- Meet immediate and urgent family and individual needs
- Achieve greater participation in the affairs of the communities involved, including the development of local partnerships

Goals/ Outcomes Programs funded with CSBG discretionary funds ***must*** contribute to the achievement of one or more of the following national goals:

Goal 1: Low income people become more self-sufficient

Goal 2: The conditions in which low-income people live are improved

Goal 3: Low-income people own a stake in their community

- Goal 4:** Partnerships among supporters and providers of services to low-income people are achieved
- Goal 5:** Agencies increase their capacity to achieve results
- Goal 6:** Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments
-

Restriction on Use of Funds

CSBG funds allow eligible entities to operate a vast array of programs aimed at identifying, ameliorating, and eliminating the causes of poverty and increasing the participation of low-income persons in the activities of their community so that they can assist in solving their own problems.

CSBG funds may not be used for the purchase or improvement of land, or the purchase, construction or improvement of any building or other facility.

CSBG funds cannot be used in the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in programs with any partisan or nonpartisan political activity. This includes any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with an election or any voter registration activity.

Funds must be used to provide services and activities having a measurable impact of the causes and effects of poverty.

Submission Instructions

All applications must be received by 4:00 p.m. on March 25, 2011. Applications may be delivered by mail or in person. Each applicant must submit one (1) original and three (3) copies of the application:

Mail Delivery	In Person Delivery
2011 CSBG Discretionary RFA Attn: Leslie Taylor, PDTs Manager Department of Community Services and Development P.O. Box 1947 Sacramento, CA 95812-1947	2011 CSBG Discretionary RFA Attn: Leslie Taylor, PDTs Manager Department of Community Services and Development 2389 Gateway Oaks Drive, Ste.100 Sacramento, CA 95833

All applications whether mailed or hand delivered must be received by CSD by 4:00 p.m., March 25, 2011. Applications received after this time and date will be returned unopened.

Please note: CSD strongly encourages applicants to provide ample time for delivery of application packets.

RFA Contact

Please submit any questions submit to sanmateorfa@csd.ca.gov or contact Leslie Taylor, Program Manager at (916) 576-7192.

Part B. Application Information

Information	The application must be submitted with a cover letter prepared on agency letterhead and signed by the agency representative authorized to act on behalf of the agency. All materials requested must be submitted together by the deadline. Incomplete applications will not be accepted.
Application Format	<p>Applications should be single-sided, double-spaced, on standard size (8 ½" X 11") white paper with one-inch margins and consecutively numbered pages. Font size should be no smaller than twelve (12) points.</p> <p><i>The Application Narrative must not exceed ten (10) pages.</i> The ten page limitation does not include the cover letter, organizational chart, resumes and budget forms.</p>
Evaluation Criteria	Each application will be thoroughly reviewed for completeness and adherence to the requirements outlined in this RFA. Points will be assigned to each section of the evaluation criteria detailed on the following pages. Each section has a maximum point value. The entire Application Narrative has a total of 100 points possible.
Appeal Process	All funding decisions are made at the sole discretion of CSD. There is no appeal process.

Part C Application Narrative

The maximum point available for the application narrative is 100 points. Listed below are maximum points that can be earned for each section and the information that each section must contain. The application narrative is limited to ten (10) pages not including budget forms.

Application Sections	Application Narrative	Maximum Possible Points
Agency Capacity and Experience	<p>Describe your agency's experience and successes in administering programs that provide services to the low-income population. At a minimum address the following:</p> <ul style="list-style-type: none"> • Number of years the agency has been in existence • Experience in administering and managing state and/or federal funded programs • Programs currently administered for the low income population. • Experience of key staff in administering and managing programs 	20 points
Program Description	<p>Describe the needs of the low-income population in the RFA service area. At a minimum address the following:</p> <ul style="list-style-type: none"> • A description and characteristics of the population to be served • Nature and extent of the problems to be addressed • How the problem or needs were identified (i.e., data, needs assessment) • A description of the types of services to be conducted • How the services will be delivered 	25 points
Program Goals & Outcomes	<p>Describe the proposed application goals and outcomes to be accomplished. At a minimum address the following:</p> <ul style="list-style-type: none"> • Proposed outcomes are clearly described, measurable, and obtainable. • How proposed program goals are aligned with one or more of the goals referenced in the Goals/Outcomes section of this RFA • How your agency currently maintains documentation • Internal processes currently used to measure programs success and client outcomes • How client information and outcomes are collected, recorded, and verified 	30 points
Program Partnerships	<p>Describe your agency's linkages, referral services, and community resources which will be utilized to assist low-income participants. At a minimum address the following:</p> <ul style="list-style-type: none"> • Types of services for which clients will be referred • Organizations to which clients will be referred • How referrals will be conducted • Identify all collaborative partners and community resources 	10 points

	<ul style="list-style-type: none"> • Description of how roles and responsibilities will be coordinated to promote program success. 	
Program Timeline	Describe the significant phases of the proposed project that include the implementation, operational, and final phases.	5 points
Program Budget	<p>Applicant must prepare a Budget and Budget Narrative which details how the funds for each line item will be used for the proposed project. It should illustrate that the requested funds are reasonable to accomplish the anticipated results.</p> <p>Applicant must also complete and submit the following budget forms:</p> <ul style="list-style-type: none"> • CSD 425.S Budget Summary • CSD 425.1.1 Budget Support Personnel • CSD 425.1.2 Budget Support Non Personnel • Budget Narrative 	10 points

**Department of Community Services and Development
2011 Community Services Block Grant (CSBG) Discretionary Request for
Application (RFA)**

Application Checklist & Attachments

The proposal narrative and attachments must be assembled in the order listed below.

Check each box when completed:

- ☐ Cover letter on agency letterhead signed by agency representative authorized to commit the agency to conduct the project/program, if approved for funding
- ☐ Organizational chart showing the hierarchy and structure of the organization

Application Narrative – Not to exceed ten pages, single side, 8 ½" x 11" paper, double-spaced and font should be no smaller than twelve (12) points.

- ☐ Agency Capacity and Experience
- ☐ Program Description
- ☐ Program Objectives & Outcomes
- ☐ Program Partnerships
- ☐ Program Timeline
- ☐ Program Budget
 - CSD 425.S Budget Summary
 - CSD 425.1.1 Budget Support Personnel
 - CSD 425.1.2 Budget Support Non Personnel
 - Budget Narrative

Attachment A

CSBG Income Poverty Guidelines

2011 HHS Poverty Guidelines			
Persons in Family	48 Contiguous States and D.C.	Alaska	Hawaii
1	\$10,890	\$13,600	\$12,540
2	14,710	18,380	16,930
3	18,530	23,160	21,320
4	22,350	27,940	25,710
5	26,170	32,720	30,100
6	29,990	37,500	34,490
7	33,810	42,280	38,880
8	37,630	47,060	43,270
For each additional person, add	3,820	4,780	4,390

Attachment B

CSBG Budget Forms

**ATTACHMENT I
CSBG CONTRACT BUDGET SUMMARY**

Contractor Name:	Contract Number:	Contract Amount:
Prepared By:	Contract Term:	Amendment #:
Telephone #:	Fax Number:	
Date:	E-mail Address:	

SECTION 10: ADMINISTRATIVE COSTS

Line Item	Description	CSBG Fund (rounded to the nearest dollar)
1	Salaries and Wages	
2	Fringe Benefits	
3	Operating Expenses	
4	Equipment	
5	Out-of-State Travel	
6	Subcontractor Services	
7	Other Costs:	
Subtotal Section 10: Administrative Costs (cannot exceed 12% of the agency Total Operating Budget in Section 80)		

SECTION 20: PROGRAM COSTS

Line Item	Description	CSBG Funds (rounded to the nearest dollar)
1	Salaries and Wages	
2	Fringe Benefits	
3	Operating Expenses	
4	Equipment	
5	Out-of-State Travel	
6	Subcontractor Services	
7	Other Costs:	
Subtotal Section 20: Program Costs		

SECTION 40: Total CSBG Budget Amount (Sum of Subtotal Sections 10 and 20)	
SECTION 70: Enter Other Agency Operating Funds Used to Support CSBG	
SECTION 80: Agency Total Operating Budget (Sum of Sections 40 and 70)	
SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 80)	

INSTRUCTIONS

ATTACHMENT I CSBG – CONTRACT BUDGET SUMMARY CSD 425.S (Rev. 12/1/2009)

Enter the identifying information requested at the top of the report form: contractor's name, contract number, contract amount, contract term, and amendment number (*if applicable*). Enter the preparer's name, telephone number, fax number, date, and e-mail address.

SECTION 10: ADMINISTRATIVE COSTS:

Any Costs directly related to the administration of the CSBG contract.

Lines 1 through 7: Enter the total CSBG amount budgeted for each line item.

1. Salaries & Wages

Provide the total dollar amount of salaries and wages dedicated to staff performing administrative duties. Includes all payments made to administrative staff, permanent or temporary, as well as all regular and overtime pay, as approved by the contract authority.

2. Fringe Benefits

Provide the total dollar amount of fringe benefits for staff performing administrative duties. Include all payments made in accordance with approved payroll benefit programs. This includes retirement/pension plans and various other forms of insurances related to employee compensation such as disability, life, health and unemployment. Additionally, payroll taxes, workers' compensation, disability insurance, sick leave and accrued vacation should be included.

3. Operating Expenses

Provide the total dollar amount for all administrative operating expenses related to CSBG programs. All items must be listed on the CSD 425 1.2 budget support-non personnel cost form. Examples of administrative operating expenses include:

- In-state travel costs
- Building costs (such as rental & lease fees)
- Consumable supply costs
- Utility costs
- Administrative operating costs (such as telephones, building alarms, maintenance, etc)
- Supply costs (such as printing, duplication, postage, etc)
- Insurance costs not related to personnel insurance costs
- Additional fees related to the administration of the CSBG ARRA Program (such as staff trainings, membership dues, costs incurred due to Board meetings, subscriptions, etc)
- Funds spent on contractor/consultant services to meet administrative needs in this area

4. Equipment

Provide the total dollar amount for all administrative equipment expenses related to CSBG ARRA program. Examples of administrative equipment expenses include:

- All equipment/lease purchases dedicated to administrative needs

INSTRUCTIONS

ATTACHMENT I CSBG – CONTRACT BUDGET SUMMARY CSD 425.S (Rev. 12/1/2009)

List all Equipment/Lease costs on the CSBG Budget Support – Non Personnel Cost CSD 425.1.2 with the detailed information.

5. Out-of-State Travel

Provide the total dollar amount of travel costs, excluding personnel costs related to administrative tasks incurred during travel outside of the State of California. Complete CSBG Budget Support – Non Personnel Cost CSD 425 1.2 with the name of the conference, location, and cost per trip.

6. Subcontractor Services

Provide the total dollar amount administered to any subcontracting agencies that provide administrative services.

List all subcontractor costs on the CSBG Budget Support – Non Personnel Cost CSD 425 1.2 with the detailed information. Include the subcontractor name and total amount of contract.

7. Other Costs

Provide a list of all other administrative costs that do not fit in the above categories, including but not limited to any funds directed towards:

- IT Development. IT Development includes only projects in the development phases. Costs of IT projects in use should be included in Operating Expenses & Equipment above.
- Audit, Legal and Lobbying Costs: As defined by the Cost Principles in OMB Circular A-122.
- Indirect Costs. The indirect cost rate is defined as the dollar value of the approved federal rate and the entire amount can be claimed as long as it is not reimbursed by another funding source. Please note that if indirect costs are reported the approved Indirect Cost Rate Plan must be submitted.

SUBTOTAL SECTION 10 (Administrative Costs): Enter the sum of line items 1 through 7 for CSBG funds. (Cannot exceed 12% of the agency total operating budget in Section 80)

SECTION 20: PROGRAM COSTS:

Those costs incurred that are not related to the administrative costs reported above, but are directly related to the operation of the program.

Lines 1 through 7: CSBG FUNDS: Enter the total amount budgeted for each of the line items.

1. Salaries and Wages

Provide the total dollar amount of salaries and wages dedicated to staff performing programmatic support activities. Include all payments made to programmatic staff, permanent or temporary, as well as all regular and overtime pay, as approved by the contract authority.

INSTRUCTIONS

ATTACHMENT I CSBG – CONTRACT BUDGET SUMMARY CSD 425.S (Rev. 12/1/2009)

2. Fringe Benefits

Provide the total dollar amount of fringe benefits dedicated to staff performing programmatic support duties. Include all payments made in accordance with approved payroll benefit programs. This includes retirement/pension plans and various other forms of insurances related to employee compensation such as disability, life, health and unemployment. Additionally, payroll taxes, workers' compensation, disability insurance, sick leave and accrued vacation should be included.

3. Operating Expenses

Provide the total dollar amount for all programmatic operating expenses linked with CSBG programs. Include:

- In-state travel costs related to programmatic costs
- Building costs related to programmatic operation (such as rental & lease fees)
- Consumable supply costs
- Programmatic operating costs (such as telephones, building alarms, maintenance, etc)
- Programmatic supply costs (such as printing, duplication, postage, etc)
- Additional fees related to the programmatic operation of the CSBG Program
- Funds spent on contractor/consultant services to meet programmatic needs in this area

4. Equipment

Provide the total dollar amount for all programmatic equipment expenses linked with CSBG programs. Include, equipment/lease purchases dedicated to programmatic needs.

List all Equipment/Lease costs on the CSBG Budget Support – Non Personnel Cost CSD 425 1.2 with the detailed information.

5. Out-of-State Travel

Provide the total dollar amount of travel costs related to programmatic tasks incurred during travel outside of the State of California. Complete CSBG Budget Support – Non Personnel Cost CSD 425 1.2 with the name of the conference, location, and cost per trip.

6. Subcontractor Services

Provide the total dollar amount paid to any subcontracting agencies that provide programmatic services. List all subcontractors services on the CSBG Budget Support – Non Personnel Cost CSD 425 1.2 with the detailed information. Include the subcontractor name and total amount of contract.

7. Other Costs

Provide a list of all other programmatic costs that do not fit in the categories above, including but not limited to funds directed towards:

- Direct Client Purchases. Include all direct purchases made with CSBG dollars for items designated specifically for client use.

INSTRUCTIONS

ATTACHMENT I CSBG – CONTRACT BUDGET SUMMARY CSD 425.S (Rev. 12/1/2009)

SUBTOTAL SECTION 20 (Program Costs):

Enter the sum of line items 1 through 7 for CSBG funds.

SECTION 40: Total CSBG Budget Amount:

Enter the sum of Subtotal Sections 10 and 20. The amount shall not exceed the total CSBG allocated amount.

SECTION 70: Other Agency Operating Funds Used to Support CSBG:

Provide the total operating funds used to support the CSBG program administered by the tripartite board. For public community action agencies, all funds under the administration of the advisory or administrative tripartite board should be considered as community action program operating funds. **Prepare and attach a detailed list identifying all other funding sources and amounts that make up the total annual operating budget of the community action program(s).**

SECTION 80: Agency Total CSBG Operating Budget:

The sum of Section 40 (Total CSBG Budget Amount) and Section 80 (Other Agency Operating Funds Used to Support CSBG).

SECTION 90: CSBG Funds Administrative Percent:

Divide Section 10: Administrative Costs by Section 80: Agency Total Operating Budget. This percentage cannot exceed 12% of the community action program's total operating budget.

Enter description of Fringe Benefits. Please include the percentage of Salaries and Wages paid in Benefits. (Examples: FICA, SSI, Health Ins., Workers Comp. Etc.)		Section 10 Administrative Costs	Section 20 Program Costs
	Percentage	List CSBG funds Budgeted Line 2	List CSBG Funds Budgeted Line 2
TOTAL MUST MATCH THE AMOUNT ENTERED ON CSD 425.S (BUDGET SUMMARY)			

ATTACHMENT I
CSBG BUDGET SUPPORT—PERSONNEL COSTS
CSD 425 1.1 (Rev. 12/1/2009)

Enter the identifying information requested at the top of the report form: contractor's name, contract number, Contract amount, contract term, and amendment number (*if applicable*). Enter the preparer's name, telephone number, fax number, date, and e-mail address.

ADMINISTRATIVE and PROGRAM COSTS – SALARIES AND WAGES:

Complete Section 10: Administrative Costs and Section 20 Program Costs for those costs which are directly related to CSBG contract. Provide the specific positions for the salaries and wages (Budget Summary 902 S) and Fringe Benefits (Budget Summary 902 S).

Column A: Number of Positions

Specify the number of positions for each Position Title in Column B that are directly related to the administrative (Section 10) and/or program (Section 20) costs of the CSBG contract.

Column B: Position Title

Specify the position title. Do not abbreviate.

Column C: Annual Salary for each position

Specify the total dollar amount of salaries and wages for staff performing CSBG administrative and/or program activities. Include all payments made to administrative/program staff, permanent or temporary, as well as all regular and overtime pay, as approved by the contract authority.

Column D: Percent (%) of CSBG Time allocated for each position

Specify the amount of time (in percent) for the position dedicated to the CSBG administrative and/or program activities.

Column E: Number of CSBG months allocated for Each Position

Specify the number of months allocated for each position listed in Column A.

Column F: Total CSBG funds budgeted for each position

Calculate the totals (See page 2).

Fringe Benefits

Specify the total dollar amount of fringe benefits for staff performing administrative and/or program duties. Include all payments made in accordance with approved payroll benefit programs. This includes retirement/pension plans and various other forms of insurances related to employee compensation such as disability, life, health and unemployment. Additionally, workers' compensation, disability insurance, sick leave and accrued vacation should be included.

ATTACHMENT I
CSBG BUDGET SUPPORT—PERSONNEL COSTS
CSD 425 1.1 (Rev. 12/1/2009)

Listed below are the formulas to calculate Annualized Salary, Percentage of CSBG Time, Number of CSBG Months, and CSBG Funds:

Annualized Salary: CSBG Funds multiplied by 12 months divided by number of months divided by Percentage (%) of time.

Percentage of CSBG Time: CSBG Funds times 12 months divided by the number of Months divided by annualized salary.

Number of Months: CSBG Funds times 12 months divided by percentage of time divided by annualized salary.

CSBG Funds: Annualized Salary divided by 12 months multiplied by the number of months times percentage (%) of time.

ATTACHMENT I
CSBG BUDGET SUPPORT -- NON PERSONNEL COSTS

Contractor Name:	Contract Number:	Contract Amount:
Prepared By:	Contract Term:	Amendment #:
Telephone #:	Fax Number:	
Date:	E-mail Address:	

Hit Alt & Enter at the same time to begin a new line or paragraph within the cell.

EXPLAIN AND JUSTIFY EACH LINE ITEM Totals must match CSD 425.S Budget Summary form Attach additional sheet(s) if necessary Missing descriptions shall result in delay of the contract execution.	CSBG	
	Section 10 Administrative Costs	Section 20 Program Costs
List all Operating Expenses	3 sum should equal total on line item 3 of CSD 425.S Budget Summary form	3 sum should equal total on line item 3 of CSD 425.S Budget Summary form
List all Equipment Purchases	4 sum should equal total on line item 4 of CSD 425.S Budget Summary form	4 sum should equal total on line item 4 of CSD 425.S Budget Summary form
List all Out-of-State Travel: Name of conference; Specify location; Cost per trip	5 sum should equal total on line item 5 of CSD 425.S Budget Summary form	5 sum should equal total on line item 5 of CSD 425.S Budget Summary form
List all Subcontractor Services	6 sum should equal total on line item 6 of CSD 425.S Budget Summary form	6 sum should equal total on line item 6 of CSD 425.S Budget Summary form
Other Costs - Explain & Justify each line item (i - iv): Any additional Other Costs (attach additional sheet if necessary):	Section 10 Administrative Costs	Section 20 Program Cost
i		
ii		
iii		
iv		
Total Other Costs (Sum of i, ii, iii, iv):	7 sum should equal total on line item 7 of CSD 425.S Budget Summary form	7 sum should equal total on line item 7 of CSD 425.S Budget Summary form

**ATTACHMENT I –
CSBG BUDGET SUPPORT – NON PERSONNEL COSTS
CSD 425 1.2 (Rev. 12/1/09)**

Enter the identifying information requested at the top of the report form: contractor's name, contract number, Contract amount, contract term, and amendment number *(if applicable)*. Enter the preparer's name, telephone number, fax number, date, and e-mail address.

List those costs which are directly related to the **Administrative** (Column A) and/or **Program** (Column B) of the CSBG contract. All totals must equal the budget summary CSD 425.S.

List all Equipment Purchases Services:

Provide a detailed list of all equipment purchases; include type of equipment and the amount (e.g. copy machine, \$6,500).

List all Contract & Consultant Services:

Provide a detailed list of the contract and consultant services. Include: the name and amount of the each contract (e.g., strategic planning consultant, \$8,500).

List all Out-of-State Travel Only:

Provide detailed information for each out of state travel trip; include location, purpose of each trip, and related costs per trip (e.g., Chicago, IL, CAP Law Conference, \$1500).

List all Subcontractor Services:

List the subcontractor name and total dollar amount administered to any subcontracting agencies that provide services (e.g., Youth Employment Training Agency, \$20,000).

Other Costs

Please provide a list of all other administrative (Section 10) and program (Section 20) costs that do not fit in the above categories. Attach additional sheets if necessary.

- i. Any additional Other Costs: List the additional other costs that do not fit in any other category.
- ii. Direct Client Purchases: List all direct client purchases, include the item name, the number purchased, and the cost (e.g. thermal blankets, qty. 3000, cost \$12,000).
- iii. Indirect Costs: The indirect cost rate is defined as the dollar value of the approved federal rate, and the entire amount can be claimed as long as it is not reimbursed by another funding source. Please note that if indirect costs are reported, the approved Indirect Cost Rate Plan must be accompany budget forms.
- iv. Information Technology (IT) Development: IT Development includes only projects in the development phases. Costs of IT projects in progress should be included in Operating Expenses above.

Total Other Costs (sum of i, ii, iii, iv)